

Washington Citizens' commission on Salaries for Elected Officials

Official Position Description Form for Executive Branch Positions

Name: Christine O. Gregoire

Position Title: Governor

1. Position Objective

Briefly describe the overall purpose of this position and what is intended to be accomplished through your effort(s). This section should be broadly focused and summarized in two to four sentences.

The Governor's purpose is to serve all the citizens of Washington within always-finite resources. The Governor is directly responsible to the 6.3 million citizens of Washington for the performance of 112,000 government and higher education employees. The Governor is responsible for 124 state agencies and the services they deliver for education and higher education, transportation, social services and health, public safety, economic development, and the environment and natural resources. The Governor also chooses, subject to confirmation, the members of the boards that oversee non-Cabinet agencies. .

2. Financial Dimensions

- a. Number of employees in your organization: 112,000
- b. Your annual budget: \$35 billion
- c. Other annualized dollar amounts your job **controls** or influences:

Operating Budget-General Fund-State \$13.7 billion

Transportation Budget	\$3.5 billion
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Capital Construction Budget \$4.5 billion

Washington Citizens' Commission on Salaries for Elected Officials

Official Position Description Form for Executive Branch Positions

Page 2

3. Principle Responsibilities

List in a series of brief factual statements*, starting with the most important, the accountabilities of your position. Each statement should be a complete sentence describing a single basic end result your job is expected to accomplish. Typically, eight to ten responsibilities are listed, but there is no limit.

- The Governor must carry out all state laws, executive orders and policies, the purposes of which are to provide Washington's citizens with a broad array of services ranging from transportation and social services to public safety, economic development, education and environmental protection.
- The Governor must maintain a constitutionally required balanced state budget.
- The Governor must decide whether to enact, or veto, several hundred proposed new laws each year.
- The Governor must supervise a 40-member Cabinet of state agency managers to carry out all laws and policies.
- The Governor is the Commander-in-Chief of the military in Washington State except when they are called into the service of the United States, and must deploy military resources to protect citizens when required.
- The Governor has the power to proclaim a state of emergency in Washington State or portions of the state when conditions warrant.
- The Governor has the power to pardon as prescribed by regulation and restriction.

4. Knowledge and Skills

This section should include a brief statement(s) indicating the knowledge and skills required of the position to perform the full scope of job responsibilities.

a. Education:

BA, Speech and Sociology, University of Washington, 1969
JD, Gonzaga University School of Law, 1977

b. Experience, including management experience:

- Washington State Governor, 2005-present
- Washington State Attorney General, 1993-2004
- Director, Washington State Department of Ecology, 1988-1992
- Deputy and Assistant Attorney General, 1975-1988
- Department of Social and Health Services, 1970-1974

Washington Citizens' Commission on Salaries for Elected Officials

Official Position Description Form for Executive Branch Positions

Page 3

c. Specialized (job content) knowledge and skills:

Broad understanding of the economy, nationally and in Washington State
Keen understanding of the interplay of revenue and spending policies, and their impacts upon an array of state services
Well-developed political skills needed to succeed and serve citizens.

5. Nature and Scope

This section should include a short and descriptive narrative that addresses the following requirements in the position:

a. Organization chart (attached)

- Size and role of this position and its importance to the state's mission and reputation.
Diversity of job scope/responsibilities.

The Governor is the chief executive of Washington State Government, and has final responsibility for the performance of the government's executive branch.

b. Management and environment

- Key challenges, sensitivities, risks, etc., inherent in the position and political environment.
- Any unique requirements associated with the performance of job responsibilities.
- Key interfaces.

The Governor must balance competing requirements, interests, and political values of the entire state in order to provide to the citizens of Washington the services they need. The Governor must do so amid constantly shifting resources and demands.

c. Problem solving/decision-making requirements.

This section should contain a brief statement(s) indicating the thinking required by the job for analyzing, evaluating, creating, reasoning, arriving at and making conclusion. Problem solving has two dimensions:

1. The thinking environment considers the degree of freedom to think and type of information that is processed in order to solve problems. Consideration is given to the scope and impact of policies, procedures, precedents, available standards/practices, and outcomes of decisions.

Washington Citizens' Commission on Salaries for Elected Officials

Official Position Description Form for Executive Branch Positions

Page 4

2. The thinking challenge considers the type (level and complexity) of thinking the job requires to make decisions in various job situations. Describe what situations/circumstance place the greatest mental demands on this position.

Problem solving measures the intensity of the mental process which employs know-how to (1) identify; (2) define; and (3) resolve a problem.

The Washington Constitution gives the Governor considerable latitude to carry out the will of the people as manifested through the Legislature and the Initiative and Referendum process. The Governor has at her disposal an array of management and legal tools to help her to be true to the people's will. Her challenge is to appropriately employ those tools in a constantly shifting, dynamic environment to ensure the safety and well being of all Washington citizens. On a daily basis, she learns of new issues and problems, and she must make decisions to employ disparate tools and deploy resources to address them. At the same time, she must maintain the delicate balance between her myriad responsibilities and the limited resources available to carry them out.

d. Accountability.

This section should contain a brief statement(s) indicating the answerability for an action and its consequences. It is the measured effect of the job on end results. It has two dimensions:

1. Freedom to Act – considers the degree of controls and limitation placed on the job's authority that are set by policies, procedures, precedents, and standard practices.

The Governor has the freedom to act within the confines of the State and Federal Constitutions, and federal and state laws and policies enacted by the Congress and the Legislature. She also has the freedom to set policy by executive order as long as the actions do not conflict with state or federal law.

2. Job Impact – considers the type and degree of influence the job contributes to the end result:

Primary - Controlling impact on end results, where shared accountability or others is subordinate.

The Governor's actions affect the entire state government, and she is ultimately responsible for all activities of the executive branch.

Shared - Participating equally with others (except own subordinates and superiors), within or outside organizational unit, in taking action.

The Governor works closely with the Washington Legislature to carry out her role of approving or not approving measures sent to her desk by the Legislature. She works

Washington Citizens' Commission on Salaries for Elected Officials

Official Position Description Form for Executive Branch Positions

Page 5

with the state's congressional delegation and others at the federal level and local government levels to secure actions that benefit Washington State.

e. Planning (Technical and Strategic).

- Focus on the requirement for and impact of planning on the state's mission and success of the agency.

The Governor engages in continuous policy and budget planning with the aim of ensuring that citizen needs are balanced with available resources, and ensuring that state government is accountable to citizens.

6. **Recent Change (s) in the position**

What significant changes have occurred in the job since its last review in 2003? Use the format outline to organize your comments.

None

7. **General Comments**

Please discuss anything else that may contribute to the understanding of your job responsibilities.

I am honored to serve the people of Washington as their Governor.

Signature: _____ Date: _____

Office Location: _____

Telephone: _____ E-Mail Address: _____